

ADDENDUM No. 02

RFP No: SEN-052 23-24

Title: Compensation program review services

The following shall be read in conjunction with and shall form an integral part of the Bid and resulting Contract documents. All other terms and conditions remain the same.

Questions and Answers

Q1. Section 1 – Senate Administration

The Senate employs a total of 450 employees. How many are unrepresented?

R1. There are approximately 320 unrepresented employees.

Q2. Section 2 – Background

Are there plans to evaluate positions within the law group using the modified Hay job evaluation plan in the future?

R2. As part of the pay equity exercise the law group positions will need to be evaluated.

Q3. Section 2 - Background

The RFP mentions that “Most of the compensation levels include minimum and maximum rates of pay”. Which levels do not include such structure?

R3. The student scales as well as the law group scales.

Q4 Section 2 – Background

The RFP mentions that the review will assess the total compensation, but only refers to base salary and incentives. Would the compensation benchmarking also cover other compensation components such as benefits, paid time off, etc.?

R4. The review is to assess total compensation, inclusive of benefits (health and dental insurance, paid leave, pension).

Q5. Section 2 – Background

Are all in-scope employees eligible for incentive pay?

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R5. No, incentive pay is paid to employees in managerial positions.

Q6. Section 2 – Background

The RFP mentions that one of the foundational drivers for this review is “Decreasing administrative burden associated with the job classification system, becoming more efficient and effective”. What are the causes of this administrative burden at the moment?

R6. The burden stems from the number of requests to evaluate and reclassify positions with heightened frequency based on the belief of some, that the Senate’s compensation is not competitive.

Q7. Section 2 – Background

In terms of compliance with the *Pay Equity Act*, are represented positions evaluated using the modified Hay system? In which phase of implementing pay equity is the Senate currently?

R7. Yes, represented positions are evaluated using the modified Hay system. The Senate has submitted an application for two pay equity plans. The decision of the Commission is pending. The Senate is at the early stages of advancing towards compliance with the *Pay Equity Act*.

Q8. Section 3 – Scope of the Work

The RFP mentions that the compensation program review would include:

- a comparative analysis between jobs that act as a benchmark for samples of different job families or categories against at least eight identified comparators, which must include the Public Sector, Crown Corporations, the House of Commons and the NCR market, as directed by the Chief Human Resources Officer (CHRO) and following consultation with members of the Executive Committee and all Senior Directors of the Administration;
- a job-to-job comparison for identified positions (approximately fifty (50), from the IT and Finance sectors, for which job descriptions will be provided) against the Federal Public Sector and the House of Commons.

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Does that mean that the comparator group would be different for the IT and Finance sectors? If so, what would be the reason?

R8. IT and Finance are explicitly seeking comparator information from the Core Public Sector, seen as a major competitor. Individuals who have resigned from these areas have joined the Core, most quoting salary as the reason for their departure.

Q9. Section 3 – Scope of the Work

Can you define “NCR market”? Does this refer to the National Capital Region general market, including private sector employers?

R9. Yes, NCR refers to the National Capital Region, including private sector employers.

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